

SHAHNAWAZ MIKRANI  
DOHA QATAR

Mobile No: +974 30785489 E-mail: [shahnawaz.mikrani@hotmail.com](mailto:shahnawaz.mikrani@hotmail.com)

**Career Objective**

Seeking a challenging career as an Accounting in a progressive organization to enhance my accounting and financial management skills.

**Personal Profile**

Name: SHAHNAWAZ MIKRANI

Date of Birth: 17/03/1983

Gender: Male

Marital Status: Married

Nationality: Nepalese

Permanent Address: Noori Mahalla Shivsagar Chock Malangwa 4 Sarlahi Nepal

Passport No: 08354094

Passport Expiry: 7 Jan 2025

Religion : Islam

Language: English, Hindi, Nepali.

Education Qualification

* MBA in July 2017 from NIBM Chennai India with B+ Grade.

* BBA Finance in May 2008 from. IMTS Noida India with A Grade.

* H.S.C Examination in May 2001 from B.I.E.C. Patna India
* I have Passed S.L.C Examination in July 1999 from HMG of Nepal .

**Employment and Work Experience**

worked as an Accountant – Accounts & Finance at Lone Star Trading Doha Qatar. from June 2010 October 2016.

**Personal Qualification**

* Hardworking.
* Self Motivated.
* Positive attitude.
* Presence of mind.
* Do challenging work.
* Always respect to my senior.

**Professional Qualifications**

* I have complete knowledge of Microsoft Word, Excel, Power point, Internet, **Tally (ERP9) with Inventory & IBAS-PRO.**

**Working Qualification**

* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Verification of Bills & Reconciliation of Total Turnover.
* Bank, Debtors & Creditors Reconciliation.
* Maintain cash transaction & Handling Petty Cash.
* Reconcile day to day cash & Bank transactions.
* Preparing outstanding list of Debtor & making Payment follow-up.
* Preparing of Tax invoices, Vouchers.
* Sales & Purchase total reconciliation of accounts calculating VAT & CST.
* Reconciliation of Bank Statement at the end of month.
* Calculate Service Tax, TCS, Vat Return ,CST Return, TDS Return Filling , Income Tax E Return Filling & P.F.,E.S.I.
* Prepare RG-1 Register & Excise Calculation.
* Calculate Salary & TDS on salary and issued form 16 as per time lines.
* Also calculate TDS & issued form 16A as per time lines.
* Co-ordination with Chartered Accountants & Tax Consultants.
* Issued Cheques, NEFT & RTGS for payment.
* Prepare Inventory Register.
* Prepare MIS Report & Cash Flow Statement.
* Prepare Purchase order & Follow – up & Performa Invoice.
* Prepare stock statement of C/C Account on monthly basis and QIS Statement as per requirement.
* Submission of Periodic report to the Management
* Sales & Purchase
* Receipt & Payment
* Record of item & Maintain Inventory Register.
* Item Movement
* Maintain Provisional Balance sheet and Profit & Loss A/C.
* Submitted Document for Sales tax Assessment queries as per requirement of Consultant & C.A.
* Arrange document for Statutory Audit & Tax Audit.

I hereby declare that whatsoever stated above is true and correct to the best of my Knowledge and belief.

Place: Doha Qatar.

Shahnawaz Mikrani